

**Enrolled Minutes of the Second Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting
Monday, January 13, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 13, 2020 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding conducted in the anteroom to the plenary meeting room. Once completed the Town Council moved to the plenary meeting room.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Bernie Zemen reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: John M. Bach, Public Works Director; Mark Knesek, Operations Director; Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

Also present: Larry Moes of the Town Board of Metropolitan Police Commissioners; Liz Breslin of the Community Events Commission; Larry Kondrat of the Board of Waterworks Directors; Dawn Diamantopolous of the Main Street Board; and Ed Dabrowski IT Director (Contract) were also present.

Guests: Victor Garcia, Town Board of Highland School Trustees; Robin Carlascio and Theresa Badovich of the Idea Factory; and Linda Johnston, Branch Manager of the Highland Branch of the Lake County Public Library District was also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 23 December 2019 and the special quadrennial meeting of January 1, 2020 were submitted for consideration. Councilor Black moved the approval of the minutes from both meetings. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of 23 December 2019 and 1 January 2020 were approved.

Special Orders:

• **Appointment of Town Attorney:**

- (1) *Acknowledge the resignation of Tauber Law Offices as 31 December 2019 for this position and all others.*

It was noted that Rhett L. Tauber, submitted a letter of resignation as Town Attorney, as Town Solicitor, as attorney for the Plan Commission, the Advisory Board of Zoning Appeals, the Park and Recreation Board, the Board of Waterworks Directors, the Redevelopment Commission and the Town Board of Metropolitan Police Commissioners.

- (2) *Appoint Attorney for Town Attorney.*

Councilor black moved the appointment of **John P. Reed** and the firm of *Abrahamson, Reed and Bilse, 8230 Hohman Avenue, Munster, Indiana 46321* as Town Attorney and Town solicitor (ordinance prosecutor). Councilor Sheeman seconded. Upon a roll call vote, there were three affirmatives and two negatives. With Councilors Black, Sheeman and Schocke voting in the affirmative and Councilors Zemen and Herak voting in the negative, the motion passed. The appointment of John P. Reed and firm of Abrahamson, Reed and Bilse, was approved. Mr. Reed was present on the dais to offer counsel to the Town Council.

Staff Reports: The following staff reports were received and filed.

• **Building & Inspection Report for December 2019**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	4	0	4	\$172,908.00	\$3,089.00
Signs:	4	0	4	\$9,780.00	\$711.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	50	50	0	\$464,786.00	\$10,264.50
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	1	1	0	\$950.00	\$172.00
Decks & Porches:	2	2	0	\$15,900.00	\$530.50
Fences:	5	3	2	\$17,646.00	\$702.00
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	4	4	0	\$42,647.00	\$956.00
Miscellaneous	2	1	1	\$82,762.00	\$342.00
TOTAL:	72	61	11	\$807,379.00	\$16,767.00
Electrical Permits	13	11	2		\$1,228.00
Mechanical Permits	14	11	3		\$1,413.00
Plumbing Permits	6	4	2		\$1,351.81
Water Meters	1	1	0		\$375.00
Water Taps	1	0	1		\$330.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	8	5	3		\$2,056.81

December Code Enforcement:

Investigations: 120
Citations: 003
Warnings: 120

December Inspections:

Building: 37 Electrical: 22 Plumbing: 16 HVAC: 08
Electrical Exams: 4

• **Fire Department Report for December 2019**

Type of Call	Month	2 nd half of year
General Alarms	08	75

Paid Still Alarms	28	213	
Still Alarms	6	20	
Total Alarms:	42	308	Calls YTD: 577 calls

• **Workplace Safety Report for December 2019**

There were four workplace incidents to report in December. The following report was filed.

Department	Injuries this Month	Year to Date 2019	Total in 2018	Restricted Days 2019	Lost Workdays This Year (2019)	Restricted Days Last Year (2018)	Lost Workdays Last Year (2018)
Parks	0	4	0	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	1	4	3	0	0	0	0
Street	0	1	2	0	0	0	0
Water & Sewer	2	5	4	0	0	80	46
Maint.	0	1	1	14	2	0	0
Other	1	1	0	0	0	0	0
TOTAL	4	13	14	1	2	80	46

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

Appointments:

• **Statutory Boards and Commissions**
Executive Appointments

- 1. Municipal Plan Commission** (2) appointments to be made by Town Council President. *(Note: Currently held by Mark Kendra, DDS (D), expiring 1st Monday in January 2020 and unexpired term of Mark Schocke (R) expiring 1st Monday in January 2022 and up to 90 days after term expires if no action) Current composition of the citizen members is 1 Independent, 1 Democrat, and 2 Republicans. There can be no more than 2 of the same party.*

Action. The Town Council President as municipal executive announced the re-appointment of **Dr. Mark Kendra (D)**, 9002 Indianapolis Boulevard, Highland. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

- 2. Advisory Board of Zoning Appeals** (1) (possible) appointment to be made by Town Council President. Must be a member of the Plan Commission and not the same one appointed by the Plan Commission *(Note: Currently held by Joseph Grzymiski Term: Co-extensive with term on Plan Commission • President only needs to act if there is a change to his appointment on the Plan Commission or a change is desired)*

Action. The Town Council President as municipal executive announced the re-appointment of **Joseph Grzymiski**, Highland to the Advisory Board of Zoning Appeals, provided that he was retained as a legislative appointment on the Plan commission. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President, subject to Mr. Grzymiski’s retention on the Plan Commission.

- 3. Redevelopment Commission** (3) appointments to be made by Town Council President. *(Note: Currently held by Bernie Zemen, Steven Wagner and Michael W. Griffin, all expiring 1st Monday in January 2020 and up to 90 days after term expires if no action)*

Action. The Town Council President as municipal executive announced the appointments of **Bill Leep**, 8407 Cottage Grove Place, Highland; **George Georgeff**, 2251 Oakdale, Highland, and **Sean Conley**, 2852 100th Street, Highland to the Redevelopment Commission. Terms are 1 year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

- 4. Redevelopment Commission Non-voting advisor** (1): appointment to be made by Town Council President. Must be a member or staff from the School Town of Highland. *(Note: Currently held by Patrick Krull; Term expiring June 30, 2020)*

The Town Council President noted that the appointment vested with him pursuant to IC 36-7-14-6.1(a) &(d). The Town Council President would correspond with the School Board to seek its recommendation for an individual. It was noted that the current two-year term ends June 30, 2020.

- 5. Waterworks Board of Directors:** (2) appointments to be made by Town Council President. *(Currently held by Edward Dabrowski (D) and George Georgeff (D), all expiring 1st Monday in January 2020 and up to 90 days after term expires if no action.) Current composition of the Board is 3 Democrats and 2 Republicans. There can be no more than 3 from any one party.*

Action. The Town Council President as municipal executive announced the re-appointment of **Ed Dabrowski** (D), 3636 38th Street, Highland and the appointment of **Rick Volbrecht** (R), 9221 Parkway Drive, Highland to the Board of Waterworks Directors. Terms are 3 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

- 6. Board of Sanitary Commissioners:** (1) appointments to be made by Town Council President. *(Currently held by David Jones (R) all expiring December 31, 2018 and up to 90 days after term expires if no action.) Current composition of the Board is 2 Democrats and 3 Republicans. There can be no more than 3 from any one party.*

Action. The Town Council President as municipal executive announced the re-appointment of **David Jones** (R), 3705 41st Lane, Highland to the Board of Board of Sanitary Commissioners. Terms are 4 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificate of appointment to be executed by the Town Council President.

- 7. Economic Development Commission:** (1) appointment to be made by Town Council President but must be nominated by the Lake County Council. *Currently held by David Beanblossom.* Term expires February 1, 2020. The Town Council President noted that before he may act, he requires a nomination from the Lake County Council. So the matter was delayed for the receipt of County Council instructions.

Regional Statutory Appointments.

8. **Northwestern Regional Planning Commission (NIRPC).** (1) No action necessary unless a change is desired. Town Council President is appointment authority. Must be an elected official who resides in the Town. (*Current serving: Michael W. Griffin.*)

Action. The Town Council President as municipal executive noted that no action was necessarily required if no change was desired. However, The Town Council President wished to affirm and acknowledge the continuing appointment of **Michael W. Griffin, 2911 99th Street, Highland** to the Northwestern Indiana Regional Planning Commission. Terms are in force until the appointing authority appoints a successor. The Clerk-Treasurer thanked the Town Council President for his action. The Clerk-Treasurer further noted he would prepare the proper certificate of appointment to be executed by the Town Council President.

9. **Joint Board of Delegates of the Interlocal Ethics Entity.** Appointed by Municipal Executive. (*Current serving: Michael W. Griffin.*) No term. Notifying in case the Council President wants to recall and appoint someone else.

Action. The Town Council President as municipal executive noted that no action was necessarily required if no change was desired. However, The Town Council President wished to affirm and acknowledge the continuing appointment of **Michael W. Griffin, 2911 99th Street, Highland** as Highland's appointment to the Shared Ethics Entity, Joint Board of Delegates. Terms are in force until the appointing authority appoints a successor. The Clerk-Treasurer thanked the Town Council President for his action.

Home Rule Commissions or Boards

10. **Main Street Bureau Board of Directors.** Town Council President appointment. (1) Appointment. Town Council Representative must be a member of the Town Council. *Term co-extensive with term of appointee. (Note: Currently serving is Dan Vassar)*

Action. The Town Council President as municipal executive announced the appointment of **Roger Sheeman, 9735 Wildwood Court, 1-D, Highland.** It was noted that the term is co-extensive with the councilor's term of office.

11. **Tree Board.** (2) Appointments to be nominated by the Town Council but appointed by the Town Council President. (*Note: Current terms expiring 1st Monday January 2020, James W. Colias; Ron Jackowski*) All terms three years.

Action. Pursuant to HMC Section 8.25.030 (B), The Town Council acted to nominate persons for the consideration of the Town Council President.

Councilor Black moved to nominate for the Town Council President's consideration James Colias and Ron Jackowski for re-appointment to the Tree Board, seconded by Councilor Sheeman. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. James Colias and Ron Jackowski were nominated for consideration by the Town Council President for re-appointment to the Tree Board.

Town Council President's Executive Action. The Town Council President, as municipal executive, acknowledged the Town Council nominations and announced the re-appointment of **James W. Colias, 2215 Ridgewood, Highland** and the re-appointment of **Ron Jackowski, 3105 Strong Street, Highland** to the Tree Board. Terms are 3 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper communications of appointment.

Action. The Town Council President as municipal executive further announced the continuing appointment of **Bill Vargo**, 3423 Jewett Street, Highland as *Chairperson of the Board*. It was noted that the term is co-extensive with the member's term and at the pleasure of the Town Council President. The Town Council President wished to affirm the continuing appointment.

12. Committee and Liaison Assignments. *Assignments made by Town Council President. (Custom and Convention)*

The Town Council President announced the following liaison and committee assignments:

Bernie Zemen: Fire Department, Liaison; Town Board of Metropolitan Police Commissioners Liaison*, and Plan Commission, Liaison.

Mark A. Herak: Budget Committee Chairman; and Advisory Board of Zoning Appeals Liaison.

Mark J. Schocke: Town Executive (I.C. 36-1-2-5-(4);I.C. 36-5-2-2;I.C. 36-5-2-7)
Board of Trustees of the Police Pension Fund, Chair (By law)
Park and Recreation Board Liaison.

Tom Black: Board of Waterworks Directors, Liaison; and Board of Sanitary Commissioners, Liaison.

Roger Sheeman: Chamber of Commerce Liaison; Community Events Commission, Liaison; IT Liaison; and Redevelopment Commission, liaison.

* *Scrivener's note: The list above represents the announcements made at the meeting. Later, at the request of Councilor Zemen, Councilor Mark Herak was named the liaison to the Town Board of Metropolitan Police Commissioners.*

Legislative Appointments

- 1. Municipal Plan Commission** (3) appointments to be made by Town Council. (*Note: Appointee may be elected or appointed official or employees of the Town. Currently no vacancies. No action necessary as incumbents continue to serve unless the legislative body acts to change. Currently serving: Bernie Zemen (Elected Official); Douglas Turich (employee); Joseph Grzymiski (employee)*)

Action. Noting that no action was necessary if the Town Council desired no change to the legislative appointments, Councilor Black moved the reappointment of Councilor **Bernie Zemen** (Elected Official) 2736 43rd Street, Highland; **Douglas Turich** (Employee), 9336-4th Place, Highland; and **Joseph Grzymiski** (Employee), 3110 Farmer Drive, Highland, to the Municipal Plan Commission. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Zemen, Mr. Grzymiski and Mr. Turich were reappointed to the Municipal Plan Commission. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required in the statute.

- 2. Park and Recreation Board.** (2) appointments to be made by the Town Council. (*Note: Current appointee is Chris Ray (R) and a vacancy from Abe Rivera's (R) moving, for the unexpired term*) (*Current composition is 2 democrats and 2 republicans. Not more than 2 members may be of the same party.*)

Action. Councilor Herak moved the re-appointment of **Chris Ray** (R), 9027 Parrish, Highland, to a four year term and the appointment of **Omar Torres**, 2120 44th Street,

Highland to a term representing the unexpired term remaining to the position vacated by Abe Rivera, both until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1), on the Park and Recreation Board. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Chris Ray and Omar Torres were appointed to the Park and Recreation Board as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

3. **Town Board of Metropolitan Police Commissioners.** (1) appointment to be made by the Town Council. (Note: Currently appointee is Terry Krooswyk (D) (Current composition for these five citizen positions is three democrats and two republicans)

Action. Councilor Herak moved the re-appointment of **Terry Krooswyk (D)**, 9035 Orchard Drive, Highland, to a three-year term on the Town Board of Metropolitan Police Commissioners, until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Terry Krooswyk was re-appointed to the Town Board of Metropolitan Police Commissioners as indicated. The Clerk-Treasurer noted he would prepare the required certification of appointment as required in the statute.

4. **Redevelopment Commission.** (2) appointments to be made by the Town Council. (Note: current appointees are Mark Herak and Dan Vassar.)

Action. Councilor Sheeman moved the appointment of **Robin Radford**, 9527 O'Day Drive, Highland, and the appointment of **Cyril Huerter**, 8740 Carolina Avenue, Highland both to a term of one-year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-8-10, on the Redevelopment Commission. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Robin Radford and Cyril Huerter were appointed to the Redevelopment Commission as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

Regional Statutory Appointments

5. **Lake County Solid Waste Management District Board of Directors.** (1) No action necessary unless a change is desired. (Note: Currently serving Bernie Zemen.) Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise.

Action. Councilor Herak moved the appointment of Councilor **Thomas Black**, 3515 Garfield Avenue, Highland, to a term co-extensive with term on the legislative body, unless the Town Council acts otherwise, to the Lake County Solid Waste Management District Board of Directors. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Tom Black was appointed to the Solid Waste Management District Board of Directors as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

Home Rule Commissions

6. **Community Events Commission:**

(1) appointment to be made by the Town Council. **Term: 4 years.** (Note: vacancy of which term expires January 2022)

(9) appointments to be made by the Town Council. **Term: 1 year.** (Note: Currently serving, Bandon Wolak, Erica Rozenich-Wolak, Adam Nyiri, Ead Mansoun, Christine Clarkson Gonzalez, Christopher Kornaus, Deanna Christ, Elizabeth Alakel, and Victoria Smith.)

A motion by Councilor Herak was initiated in which listed persons for consideration for appointment to the Community Events Commission. It was noted that one of the candidates named had in fact withdrawn from consideration. There was informal discussion after the motion to appoint was initiated by Councilor Herak, that the Town Council required more deliberation before making these appointments.

Action. Councilor Sheeman moved that these appointments be deferred for further consideration with the Town Council President authorized to place this matter back on the agenda when ready. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The matter of the Community Events Commission appointments would be deferred as indicated.

7. **Traffic Safety Commission (1 appointment or 1 plus 1 alternates) Section 10.45.030 (A)(2) reads:** "The commission shall also consist of a representative from the town council, which may be held by a single member or alternating between several members of the town council as the town council may direct. Only one member at any given time may participate in a meeting of the traffic safety commission. (Currently held by Bernie Zemen and Konnie Kuiper).

Action. Councilor Herak moved the appointment of Councilor **Thomas Black**, 3515 Garfield Avenue, Highland, to a term co-extensive with term on the legislative body, unless the Town Council acts otherwise, to the Traffic Safety Commission. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Tom Black was appointed to the Traffic Safety Commission. The Clerk-Treasurer noted he would prepare the required communications of appointment.

Unfinished Business and General Orders:

1. **Works Board Order No. 2020-01:** An Order Authorizing and Approving An Agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-01. Councilor Sheeman seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland
Board of Works
Order of the Works Board No. 2020-01**

AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY.

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

Whereas, The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

Whereas, Robin A. Carlascio and Theresa K. Badovich, d.b.a. The *Idea Factory*, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and

support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

Whereas, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

Whereas, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090; and

Whereas, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

Now Therefore be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning **1 January 2020 through to 31 December 2020** as described herein is hereby approved, adopted and ratified in each and every respect;

Section 2. That the charges under the agreement for the services, in the amount of **\$1,838.55 per issue**, or **\$459.64 per page**, which include publishing and coordinating a monthly newsletter to be distributed as an insert in the monthly utility invoice and other related services; stock images or illustrations at **\$50 per image or illustration**, custom photography or graphics at **\$100 per image or graphic**, and website maintenance and services in the amount of **\$131.33 per week** are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

Section 3. That the charges under the terms of the agreement for all the services, will be paid to **The Idea Factory**, after presentation of an invoice for services, following their delivery;

Section 4. That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer;

Section 5. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

Be it so Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of January 2020 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

AGREEMENT

This Transitional Agreement made and entered into this 13th day of January 2020, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

WITNESSETH THAT:

WHEREAS, The Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

WHEREAS, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

WHEREAS, The parties wish to reduce their agreement to writing;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.
2. The term of this Agreement shall be for one (1) month beginning **January 1, 2020**, through **December 31, 2020**. This Agreement may be extended or renewed by the Town of Highland from month to month or for a longer term based upon approval of the renewal term by the Town.
3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of ~~\$1,838.55~~ per issue or ~~\$459.64~~ per page stock images or illustrations at \$50 per image or illustration, custom photography or graphics at \$100 per image or graphic, **as well as the website maintenance fee of \$131.33 per week** and the monthly fees shall be payable to The Idea Factory at its business address, **1 Courthouse Square, Suite 207, Crown Point, Indiana 46307**.
4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.
5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.
6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.
7. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

IN WITNESS WHEREOF, this Agreement has been entered into between the parties this _____ day _____ 2020.

TOWN OF HIGHLAND	THE IDEA FACTORY
By: _____ Mark J. Schocke, President	_____ Robin Carlascio
Attest: _____ Michael W. Griffin Clerk-Treasurer	_____ Theresa Badovich

2. Works Board Order No. 2020-02: An Order Authorizing and Approving the Existing agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality for a Term of One Month, with Option to Renew and Extend.

Councilor Black moved the passage and adoption of Works Board Order No. 2020-02. Councilor Sheeman seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland
Board of Works
Order of the Works Board No. 2020-02**

An Order Authorizing and Approving An agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide information technology support services throughout the Town;

Whereas, The Town has heretofore determined that a need exists to engage professional information technology services associated with support of the several software applications and certain hardware used by the several departments of the Town; and

Whereas, CBL Consulting, Inc, an information technology firm, has consented to provide professional services related to certain support needs related to the information technology of the several departments of the municipality; and

Whereas, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code; and

Whereas, There are sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council now desires to accept and approve the agreement for services as herein described,

Now Therefore be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That the letter proposal serving as an agreement (incorporated by reference and made a part of this Order) between CBL Consulting Incorporated, and the Town of Highland, to provide professional information technology support services for the period beginning *1 January 2019 through to 31 December 2019* (see below) as described in the letter proposal from 2018 is hereby approved, adopted and ratified in each respect, with the following exceptions:

- (A) **That regardless the billing frequency, payments will be made once each month in the amount described in the letter proposal;**
- (B) **That only those provisions that are consistent with Federal or State law will be binding upon the parties;**
- (C) **That there shall be no reselling of materials or supplies by CBL to the Town of Highland, unless the single purchase is not greater than \$500 and the total purchase is \$1,000 or less;**
- (D) **That the agreement that began January 1, 2019 is extended for a period of 1 month through January 31, 2020, and if a new agreement is approved with new terms, adjustments will be made.**

Section 2. That the charges under the agreement for the services, which include functioning as the Town of Highland information technology director by performing routine and necessary maintenance on equipment identified in the letter proposal, perform data protection services for the town information work product, providing technical consulting, and other related service are found to be reasonable, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code;

Section 3. That the charges under the terms of the agreement for all the services, will be paid as a monthly fee to CBL Consulting, Inc., in the monthly amount of **Four thousand dollars (\$4,000)**, a 0% increase over the 2018 and 2019;

Section 4. That the executive departments of municipality may use the services according to the terms of the agreement;

Section 5. That, notwithstanding any provision in the letter offer, the Town of Highland through its Town Council reserves its discretion and authority provided under IC 5-22-17-5;

Section 6. That the Town Council President be authorized to execute any agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

Be it so Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of January 2020 having passed by a vote of 5 in favor and 0 opposed.

WORKS BOARD of the TOWN of
HIGHLAND, INDIANA

/s/ Mark J. Schocke, **President** (IC 36-5-2-10)

Attest:

/s Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
/s/ **Clerk-Treasurer** (IC 33-42-4-1; IC 36-5-6-5)

- Works Board Order No. 2020-03:** A Joint Resolution of the Board of Works and the Water Works board of Directors Accepting and Approving a Proposal from NIES Engineering, Inc. for Professional Engineering Design Services for the Robertson Place Water Main And Street Improvement Project in the Total Amount of \$51,000.

Councilor Herak moved the passage and adoption of Works Board (Joint) Order No. 2020-03. Councilor Zemen seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted, subject to action by the Bard of Waterworks Directors.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2020-03

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2020-02

A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE ROBERTSON PLACE WATER MAIN AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT OF \$51,000.

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24 (3), has determined that a need exists make certain public improvements and repairs to roadway infrastructure on Robertson Place between Wicker Park Drive and 81st Street and on Rosewood Court, which includes the replacement of defective curb and sidewalk, driveway aprons, pavement, and tree removal and replacement; and

Whereas, The Town of Highland had filed an application for Community Development Block Grant funding (FY 2019), with the Lake County Community Development Department, which will offset the costs for the improvements in the amount of \$102,130.00; and

Whereas, The Waterworks District of Highland (District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Water Works District of Highland (District), through its Board of Directors, has determine the need to replace and upsize the existing water main within the project boundaries, as described herein, in order to improve water flow and water quality and has determined that it would be in the best interest of the utility to coordinate the work with the street improvement project; and

Whereas, The Works Board and Waterworks District Board of Directors has heretofore determined a need to engage the professional engineering design services in order to implement the Project, and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Design Services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Fifty-one Thousand Dollars (\$51,000.00) allocated in the amount of Thirty-two Thousand Dollars and no Cents (\$32,000.00) to the Waterworks District and Nineteen Thousand Dollars and no Cents (\$19,000.00) to the Board of Works; and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Town of Highland, through its Board of Works, now desires to accept and approve the agreement for services as herein described,

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana and the Board of Works for the Town of Highland, as follows:

Section 1. That the Professional Engineering Design Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Incorporated for the Robertson Place Water Main And Street Improvement Project is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional design engineering services in the not to exceed amount of Fifty-one Thousand Dollars (\$51,000.00) allocated in the amount of Thirty-two Thousand Dollars and no Cents (\$32,000.00) to the Waterworks District and Nineteen Thousand Dollars and no Cents (\$19,000.00) to the Board of Works is found to be reasonable and fair;

Section 3. That the Water Works District of Highland, through its Board of Directors and Town Council, which is the Works Board of the municipality believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the Water Works District Superintendent/Public Works Director is authorized to execute the agreement and all documents necessary to implement the Project.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of January 2020 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
/s/ Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 23rd day of January 2020. Having been passed by a vote of ____ in favor and ____ opposed.

**Highland Waterworks
By Its Board of Directors:**

Ed Dabrowski, President

Attest:

George A. Smith, Secretary

4. **Works Board Order No. 2020-04:** An Order of the Works Board Authorizing and Approving Payment to Goubeaux Builders for Roadway Improvements in the 9100 Block of Erie Street in the Amount of \$48,416.89.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-04. Councilor Black seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND
Board of Works
Order of the Works Board No. 2020-04

**An Order of the Works Board Authorizing and Approving Payment to Goubeaux Builders
for Roadway Improvements in the 9100 Block of Erie Street in the Amount of \$48,416.89**

Whereas, Goubeaux Builders had subdivided and developed two lots in the 9100 block of Erie Street, 150' of frontage, and was required to install certain improvements on Erie Street as a condition of the subdivision approval;

Whereas, The 9100 block of Erie Street had an additional 200' of unimproved frontage adjacent to the *Goubeaux Subdivision*, which the Town had determined to improve in order to bring Erie Street into conformity with the Town's street construction standards;

Whereas, The Public Works Director and Goubeaux Builders had heretofore determined to coordinate construction of street improvements in the 9100 block of Erie Street with Goubeaux Builders and the town of Highland funding their respective shared of the cost of the improvements;

Whereas, The Works Board has heretofore procured bids for the work and received bids on August 6, 2019 as follows:

<u>Bidder</u>	<u>Bid</u>
1. Walsh & Kelly, Inc.	\$82,340.00
2. Grimmer Construction, Inc.	\$89,098.00
3. Gatlin Plumbing and Heating, Inc.	\$96,000.00

Whereas, Goubeaux Builders has also provided quotes for services associated with the specified work as follows:

Asphalt Service Contractor, Inc.	\$34,864.00	Street Work
Richard Kolanowski Const. Services	\$ 8,669.00	Concrete Curb
Richard Kolanowski Const. Services	\$ 4,975.00	Concrete Flat work
Goubeaux Builders	<u>\$ 5,600.80</u>	General Contracting Serv.
Total:	\$61,608.80	

Whereas, The Town of Highland had determined to reject all bids and to engage Goubeaux Builders to perform the work at a total cost savings from procured bids in the amount of Twenty Thousand, Seven hundred thirty-one dollars and 20/100 cents (\$20,731.20);

Whereas, IC 36-1-12-4.9(b) provides an alternative procedure for projects that cost below \$150,000, allowing procedures outlined in IC 5-22 et seq., in the award of public works projects, which are employed in this instance;

Whereas, The Public Works Director has heretofore determined that the work, associated with the proposal has been completed and that Goubeaux Builders has submitted an invoice to the Town that details the respective cost allocations for the project, with the Town's share being Forty-eight Thousand, Four-hundred Sixteen Dollars and 89/100 Cents (\$48,416.89) as follows;

Service		Total	Highland	Goubeaux
Asphalt Services	Street Work	\$ 34,864.00	\$ 29,761.95	\$ 5,102.05
R Kolanowski Const Services	Curb	\$ 8,669.00	\$ 5,201.40	\$ 3,467.60
R Kolanowski Const Services	Driveway	\$ 4,975.00	\$ 1,552.00	\$ 3,423.00
Gatlin	Storm MH	\$ 7,500.00	\$ 7,500.00	\$ -
		\$ 56,008.00	\$ 44,015.35	\$ 11,992.65
		\$ 56,008.00	\$ 44,015.35	\$ 11,992.65
Goubeaux	Proj Mgmt	\$ 5,600.80	\$ 4,401.54	\$ 1,199.26
		\$ 61,608.80	\$ 48,416.89	\$ 13,191.91

Whereas, The Town Council, as the Works Board of the Town of Highland, pursuant to Section 3.05.030(A) and the Highland Municipal Code serves as the purchasing agency for the Public Works Department (Agency);

Whereas, The cost exceeds \$15,000 and pursuant to HMC Section 3.05.040(C) it is required to obtain the express approval of the purchasing agency;

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and,

Whereas, The Town of Highland, through its Town Council acting as the Works Board of the Municipality, now desires to accept the recommendation of the Public Works Director and authorize and approve the project and the payment to Goubeaux Builders in the amount of the Forty-eight Thousand, Four Hundred Sixteen Dollars and 89/100 Cents (48,416.89);

Now, Therefore, Be It hereby Ordered by the Highland Town Council, acting as the Works Board of the Municipality as follows:

Section 1. That the bids of Walsh & Kelly, Incorporated, Grimmer Construction, Inc., and Gatlin Plumbing & Heating, Inc., for the subdivision improvement project for 9100 block of Erie Street, are hereby rejected as being undesirable economically and unresponsive;

Section 2. That Works Board finds and determines the following:

(A) That the 9100 Erie Street Subdivision Improvement Project is deemed a project for the *routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property*;

(B) That the project as public work has a cost that is estimated to be less than one hundred fifty thousand dollars (\$150,000);

(C) That pursuant to IC 36-1-12-4.7(b) authorizes in such instances for awarding a contract in the manner set forth in IC 5-22;

(D) That the provisions set forth in IC 5-22-8-3 apply generally, in that a procedure was used to solicit bids but they were determined to be unresponsive then allowing to award the public work agreement as special purchase under IC 5-22-10-10 and under IC 5-22-10-5, for the opportunity to purchase at a substantial savings to the Town;

(E) That by rejecting the bids received on August 6, 2019 and engaging the proposal of Goubeaux Builders, the total project is obtained at a savings in the amount of Twenty Thousand, Seven hundred thirty-one dollars and 20/100 cents (\$20,731.20);

Section 3. That the construction work performed by Asphalt Service Contractor, Inc., Richard Kolanowski Construction Services, and Gatlin Plumbing and Heating, Inc., under the direction of Goubeaux Builders for the 9100 Block of Erie Street Improvement Project is hereby ratified, accepted and approved in each and every respect;

Section 4. That the recommendation from the Public Works Director to accept the work and approve payment to Goubeaux Builders, serving as General Contractor for the work, in the amount of Forty-eight Thousand, Four Hundred Sixteen Dollars, and 89 / 100 Cents (\$48,416.89) is hereby ratified, approved and accepted;

Section 5. That there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Section 6. That the Public Works Director and Clerk Treasurer are hereby authorized to execute such documents necessary to implement the project and to execute the purposes and objects of this order.

Be it So Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of January 2020 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
/s/ Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

Exhibit:



- 5. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for Exemplary Public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department**. Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked six months without calling off sick and without experiencing an “at fault accident”.

Action should include approval for the members of the Town Council to sign the letters of commendation.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

- Assistant Chief Pat Vassar
- Commander Ralph Potesta
- Commander John Banasiak
- Sergeant Glenn Cox
- Det. Sergeant John Siple
- Corporal Jason Hildenbrand
- Corporal Brian Stanley
- Corporal Erich Swisher
- Corporal Brandon Norris
- Corporal David Byers
- Corporal Gerardo Garza

- Officer Richard Hoffman
- Officer Brian Orth
- Officer Michael Grasch
- Detective Lee Natelborg
- Detective Anthony Kowal
- Detective Darren Conley
- Officer Dan Matusik
- Officer Francis Peckler
- Officer Nicholas Vanni
- Officer Andrew Germonprez
- Officer Justin O'Malley

Corporal Michael Yonkman
Lance Corporal Chris Balbo
Lance Corporal Greg Palmer

Officer Joel Sullivan
Officer Thomas Manyek
Officer James Mullins

Councilor Zemen moved that letters of commendation for exemplary public service as characterized be approved for all the persons named and that the Town Council members be authorized to sign severally and singularly. Councilor Sheeman seconded.

Amendment. Councilor Herak moved that the motion be amended to include **Chief Peter Hojnicky** (noting that he was not listed in the original letter), Councilor Black seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The pending motion was amended to include Chief Pete Hojnicky.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letters of commendation for the persons identified as amended were approved and the Council members authorized to sign.

6. **Conflict of Interest Disclosure Statement.** (Annual) Action of the Town Council President as appointing authority to consider approval of an Annual Conflict of Interest Disclosure Statement filed by **Christine Cash**, who is a Hotel Manager in Lake County. Ms. Cash is also Highland's appointment to the Lake County Convention and Visitors' Bureau Board of Directors operating as the South Shore Convention and Visitors Authority. This filing is pursuant to IC 35-44-1-3.

(a) Action of the Town Council President as Municipal Executive or the appointing authority. The Town Council President indicated his approval of the appointee filing the conflict statement.

(b) Town Council as the governing body of the governing entity to act to accept the disclosure form, if desired. Councilor Black moved to approve the Conflicts Disclosure Statement as filed by Christine Cash, appointee to the Lake County Convention and Visitors Board of Directors. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The statement was approved.

7. **Authorizing the proper officer to publish legal notice of a public hearing:** Authorize a public hearing to consider proposed additional appropriations for Monday, January 27, 2020. Unsafe Building Fund, \$142,400; General Improvement Fund, \$8,000; Hazardous Materials Response Fund, \$13, 073; Municipal Cumulative Street Fund, \$40,000; and for the Redevelopment Capital Fund, \$1,898,933.00.

Councilor Herak moved to authorize the proper officer to publish legal notice of a public hearing to consider proposed additional appropriations as indicated. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The proper officer was authorized to publish the legal notice.

Remarks from the Town Council:
(For the Good of the Order)

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen congratulated the new appointees to the boards and commissions.

Councilor Zemen acknowledged the Building Commissioner who offered a survey of matters being considered by the Plan Commission.

Councilor Zemen acknowledged the Fire Chief who reported on incidents responses.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak welcomed the members of the 29th Town Council.

Councilor Herak acknowledged the Building Commissioner, who proffered a survey of matters pending before the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who thanked the Town Council for approving the letter of commendation for the named officers and for adding him to the approved list of exemplary public service and earning a paid day off.

The Police Chief, noting a breaking story regarding two Gary Police Officer, who were shot in the course of serving legal papers or compulsory process, expressed condolences to the families of the officers.

Councilor Herak also acknowledged the birthday of the Parks and Recreation Superintendent.

Councilor Herak acknowledged the Public Works Director, who reported on the status of a watermain break that occurred on New Year's Eve, affecting water in the Ellendale neighborhood. A "boil order" was issued while the water main was repaired and for a period after.

Councilor Herak offered an extended narrative regarding his disappointment in and impressions of the recent resignation of the former Town Attorney and the appointment of the current one.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners* • *Liaison to the Board of Waterworks Directors.*

Councilor Black expressed appreciation to the Public Works Director and all the municipal workers for its monitoring and readiness regarding the Little Calumet River and protecting against possible floods in a recent rain event.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison* • *Liaison to the Community Events Commission* • *Information Technology Liaison* • *and Redevelopment Commission Liaison.*

Councilor Sheeman acknowledged the Redevelopment Director who offered a brief overview of the forthcoming meeting of the Redevelopment Commission.

Councilor Sheeman also acknowledged Dawn Diamantopolous, as Chair of the Town Theatre Board and member of the Main Street Board of Directors.

- **Councilor President Mark Schocke:** *Town Executive* • *Chair of the Board of Police Pension Trustees* • *Park and Recreation Liaison.*

The Town Council President also wished a Happy Birthday to the Parks and Recreation Superintendent. He further expressed appreciation for the new park equipment at Sheppard Park, noting his children enjoy it.

The Town Council President acknowledged the Parks and Recreation Superintendent who reported on parks and recreation generally and a project to replace existing lighting with light emitting diode lighting in the Fieldhouse of the Lincoln Community Center. The Parks and Recreation Superintendent noted that the Park and Recreation Board were at work on the next Park and Recreation Master Plan.

The Town Council President further thanked the municipal department heads and workers for its recent response to the immoderate weather of rain that recently occurred.

Comments from Visitors or Residents:

1. _____ Dioshi, Highland, expressed unhappiness with a worker at the Lincoln Community Center. He dilated upon what he described as disrespectful treatment.
2. Erica Gomez, Highland, identified herself as associated with the Highland Athletic Booster Club and coordinating the Highland Senior Banner project, inquired about the status of a policy regarding the banner display policy and whether the senior banner program would be permitted to continue.

It was noted that a policy was under development and it was hoped to have a response on the matter soon.

3. Mark Sudicki, Highland, inquired about the recycling program and whether the recycling items were in fact truly segregated from solid waste, in light of the current market changes, contracting the recycling markets worldwide.

With leave from the Town Council, the Public Works Director, explained that a visit to the separation center where the collections are processed might be helpful to assure him about the recycling and trash segregation.

Mr. Sudicki also suggested that perhaps rather than the current service regime, instead to collect recycling weekly and solid waste every other week.

Mr. Sudicki also complimented the Public Works Director regarding a recent telephone inquiry from Mr. Sudicki regarding the snow plowing and parking policy of the Town.

4. Victor Garcia, Highland School Board member, expressed thanks to the Parks and Recreation Department for cooperating with the School Town of Highland with the acquisition of playground equipment, which provided savings to the town for both entities.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Herak moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 24, 2019 through January 13, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$241,862.13; Motor Vehicle Highway and Street (MVH) Fund, \$34,046.57; Law Enforcement Continuing Education and Training and Supply Fund, \$767.92; Corporation Bond and Interest Fund, \$212,142.00; Flexible Spending Accounts Agency Fund, \$816.24; Insurance Premium Agency Fund, \$505,212.67; Information Communications Technology Fund, \$7,004.78; Special Events Non Reverting Fund, \$2,550.00; Traffic Violations and Law Enforcement Agency Fund, \$4,000.00; Total: \$1,008,402.31

Adjournment of Plenary Meeting. Councilor Zemen moved that the plenary meeting be adjourned. Councilor Sheeman seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 13, 2020 was adjourned at 8:00 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer

Approved by the Town Council at its meeting of _____, 2020.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer